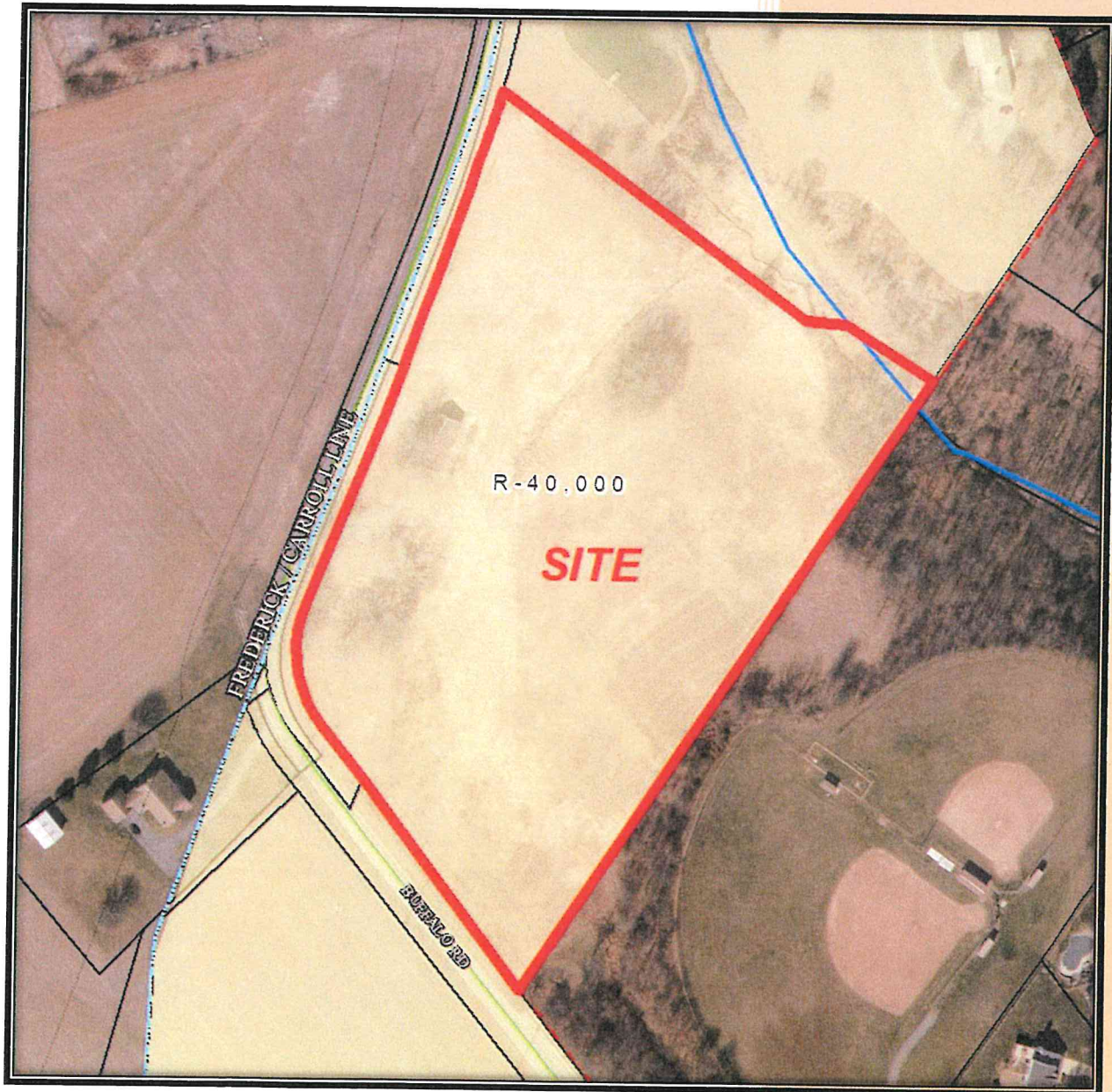


Buffalo Road Investment LLC – Full Property Annexation Plan – #2022-45



Town of Mount Airy

8/29/2022

Re: Request for Annexation – 2022-45 - Buffalo Road Investments LLC / Full property:

Background:

According to Section 44-4 of the Mount Airy Town Code, when the Town Council formerly introduces an annexation petition, the Town Council shall refer the petition to the Planning Commission for study and recommendations. It has been the practice of the Planning Commission to review the petition for the appropriateness of the proposed zoning and the petition's consistency with the Comprehensive Plan.

The Town Council introduced an annexation petition for approximately 8.3 acres on Buffalo Road from Buffalo Road Investment LLC. The petition affirms the basic qualifications of a legal annexation and proposes that the land is annexed into the Town and be zoned Residential R2.

Our review of the annexation petition indicates that the proposed zoning for the parcel is consistent with the Master Plan and is an appropriate land use for the site. The parcel itself is included in a future annexation area identified in the Master Plan and is located within the ultimate Town boundary.

Discussion:

The subject property is approximately 8.3 acres. Exhibit B, attached to the annexation petition, provides a basic plat of the parcel which shows one existing structure and one access point to Buffalo Road. The contour lines of the map show the land sloping gradually to the southwest with a slight impression of a drainage area in the center of the property. The map does not indicate the location of any environmentally sensitive areas. The parcel is located adjacent to the Summit Ridge Ball Field and at a curve in Buffalo Road where it adjoins Frederick County. The parcel is designated Long Range in the Sewer Service Area map, and this will need to be amended to a prior sewer service area if annexation is approved. The public water line runs up to Scotch Heather Avenue, indicating an extension of a water line could be accomplished along Buffalo Road.

The proposed R2 District zoning, intended for low-density residential neighborhoods with certain other compatible land uses, would permit a maximum of two homes per developable acre, or a total of 16 potential homes to be constructed on the parcel.

The 2013 Master Plan identifies the property as one of the areas intended for future Town annexation, and the parcel is within the ultimate Town boundary identified in the 1994, 2003, and 2013 Master Plans. The Plan recommends a low-density residential land use for the area. Since the parcel currently borders a recreational area, this land use would appear to be the most appropriate land use.

As mentioned earlier, it has been the practice of the Planning Commission to confine its study and recommendations to the issues of an appropriate zoning designation and compatibility with the Master Plan. However, a discussion of additional concerns during the annexation petition process may lead to an expedited and more satisfactory resolution of these issues. If further information was required during the annexation process, the Planning Commission might have the ability to address these concerns at the early stages of the development review process and ensure that the proposed development is compatible with existing development, reinforces goals outlined in the Comprehensive Plan, and that land is developed in its most desirable form.

The Master Plan includes several recommendations for land development that may be relevant to this site. The Master Plan recommends:

- Land development that complements and provide connections to existing land uses. There is an emphasis in the Plan on providing road and sidewalk connections between neighborhoods to foster cohesiveness and avoid creating isolated and disconnected uses.
- Site design that conforms to environmental constraints.
- The construction of transportation enhancements and a bikeway along Buffalo Road.

A brief analysis of the allowable R2 residential development of the parcel reveals that the 9 potential homes would produce about 90 vehicle trips per day; generate about 4 elementary, 3 middle, and 3 high school students; require 2,500 gallons per day of water plant and wastewater treatment plant capacity; and place additional burdens on the systems for providing fire and rescue, police, and garbage collection services. These figures only provide a theoretical estimate.

A review of the parcel location and applicable Town goals reveals other areas of concern. These areas of concern include:

- The need for development sensitive to its location as a well recharge area;
- The impact of the proposed development on Town water, sewer, and road capacity;
- The ability to directly access the Summit Ridge Ball Field through a non-vehicular pathway;
- Potential contribution or land dedication to supporting the creation of the bikeway along Buffalo Road, as identified in the Master Plan;
- The extent of property owner involvement in the transportation enhancements along Buffalo Road envisioned by the Master Plan;
- The impact on Buffalo Road from the proposed access point(s) to the development; and
- The ability of the proposed development to provide connections to existing or potential adjoining development.

With the submission of a development plan accompanying the annexation petition, the Planning Commission could determine some of the impacts and gain a better understanding regarding the broader implications of annexing the parcel.

Recommendation:

We recommend that the Planning Commission offer a favorable recommendation to the Town Council regarding the Buffalo Road Investments LLC/Full Property annexation petition with the condition that the petitioners successfully resolve the outstanding areas of concern outlined in this memorandum to the satisfaction of the Town Planner; which may necessitate the creation of a development plan.



Department of Planning Staff Report to the Carroll County Planning and Zoning Commission

Mt. Airy Annexation # ⁴⁵~~76~~ – Full Property

Presented to the Planning Commission on August 31st, 2022

Summary:

Petitioner/Property Owner:	Buffalo Road Investment, LLC
Total Acreage:	8.33 acres
County Zoning:	"R-40,000" Residential
Proposed Municipal Zoning:	"R2" Residential
Waiver Requested:	Yes
Existing Use of Land:	Improved – dwellings
Land Use Designation:	Low Density Residential
Public Water Service Area:	Long Range Water Service Area (W-6)
Public Sewer Service Area:	Long Range Sewer Service Area (S-6)

Petitioner/Property Owner:

The petitioner and property owner of the property to be annexed is Buffalo Road Investment, LLC.

Annexation Area Description:

Located in the Thirteenth Election District, the area to be annexed is 8.336 acres of Parcel 30 and located on Tax Map 70. The annexation is bordered by Buffalo Road and the County's border with Frederick County. The property is contiguous to the Town's corporate limits and will not create an enclave.

The area to be annexed is located to the north of Buffalo Road and on the western side of the Town of Mt. Airy corporate limits, and is bordered to the:

- north by Tax Map 70, Parcel 145 (unincorporated and owned by Nicole Brooks).
- east by Tax Map 70, Parcel 322 (incorporated and owned by the Town of Mt. Airy).
- south by Tax Map 70, Buffalo Road; Tax Map 70, Parcel 29 (unincorporated and incorporated and owned by Sheila K. Anderson).
- west by Frederick County.

Use of Land & Description:

The annexation area is largely unimproved with one dwelling. Access is from Buffalo Road. The

annexation area is approximately 8.33 acres and encompasses parcel 30 in its entirety. The proposed annexation area does not include Buffalo Road. The proposed concept plan shows 9 lots being added to the annexation area (see Exhibit B – Full Property Site Plan).

Zoning:

The annexation area is in the County's "R-40,000" Residential Zoning district (see Exhibit F – Zoning). All adjoining properties within the County are zoned "R-40,000" Residential. All adjoining properties within the Town of Mt. Airy are zoned "R2" Residential.

The Town has indicated its intent to place the annexation area into the "R2" Residential Zoning district. All adjoining properties within the Town of Mt. Airy are zoned "R2" Residential.

The County's "R-40,000" Residential Zoning district allows for 1 du/acre, while the Town "R2" Residential Zoning district allow for 2 du/acre. The Town's proposed zoning is substantially different (greater than the 50% threshold established in §4-416(b) of the LGA) from the current County zoning from a density perspective. This annexation **does** require a zoning waiver.

Comprehensive Plan:

The annexation area is located within the Town's Municipal Growth Area Boundary. The annexation area has a Land Use Designation of Low Density Residential in the *2013 Mt. Airy Comprehensive Plan* (see Exhibit G – Designated Land Use). The proposed annexation is consistent with this Land Use Designations.

The annexation area is located within the County-certified Priority Funding Area.

Agency Referrals:

The following agencies were notified of the proposed annexation and have been asked to submit comments:

C.C. Dept. of Public Works	C.C. Office of the County Attorney
C.C. Bureau of Engineering	C.C. Board of Education
C.C. Bureau of Utilities	C.C. Health Department
C.C. Dept. of Land Resource Management	C.C. Dept. of Fire & Emergency Services
C.C. Dept. of Economic Development	MD Dept. of Transportation - SHA
C.C. Dept. of Public Safety	MD Dept. of Planning
C.C. Dept. of Recreation & Parks	

C.C. Dept. of Public Works:

DPW is recommending the Town of Mt. Airy assume maintenance responsibility on the proposed annexation area's road frontage on Buffalo Road.

The following agencies DO NOT have comments:

C.C. Department of Health	C.C. Dept. of Recreation & Parks
C.C. Fire and Medical Emergency Services	Carroll County Attorney's Office
Maryland Dept. Transportation- SHA	C.C. Bureau of Utilities

Water and Sewer:

The *Carroll County Water and Sewer Master Plan* identifies the annexation area as being in the Long-Range Water Service Area (W-6) and the Long-Range Sewer Service Area (S-6) (see Exhibit H – Water Service Area and Exhibit I – Sewer Service Area). Planning staff is recommending the Town go through a water and sewer amendment to the Carroll County Water and Sewer Master Plan to place the property in the Priority Service Categories (W-3, S-3).

Other Municipal Services:

Roads: Any and all road improvements pursuant to any future development of the Property shall adhere to Town road construction standards in terms of thickness of curb, gutter, and sidewalk unless otherwise agreed to in the development plan review process. All such road improvements and respective rights of way, when completed, shall be conveyed to the Town by Owner, upon final inspection and acceptance by the Town and/or other governing bodies.

Parks and Recreation: Subdivision regulations will govern the applicable open space requirements if the annexation is successful.

Fire/EMS/Police: Upon the effective date of the Annexation Resolution, the Property will

receive police service coverage from the Town of Mt. Airy Police Department and fire service coverage in the same manner as other properties in the Town.

Staff Recommendation:

Planning staff is recommending support of this annexation and zoning waiver. Planning staff is also recommending the Town go through a water and sewer amendment to the Carroll County Water and Sewer Master Plan to place the property in the Priority Service Categories (W-3, S-3). Planning staff is also recommending the Town take maintenance responsibility for the annexation area's road frontage on Buffalo Road as the C.C. DPW is advising.

Staff Recommended Motion:

I make a motion that the Carroll County Planning and Zoning Commission forward the comments and recommendations outlined in this staff report and of the zoning waiver request to the Board of County Commissioners with a favorable recommendation.

[illegible]

Exhibit C – Parcel Layout of Mt. Airy

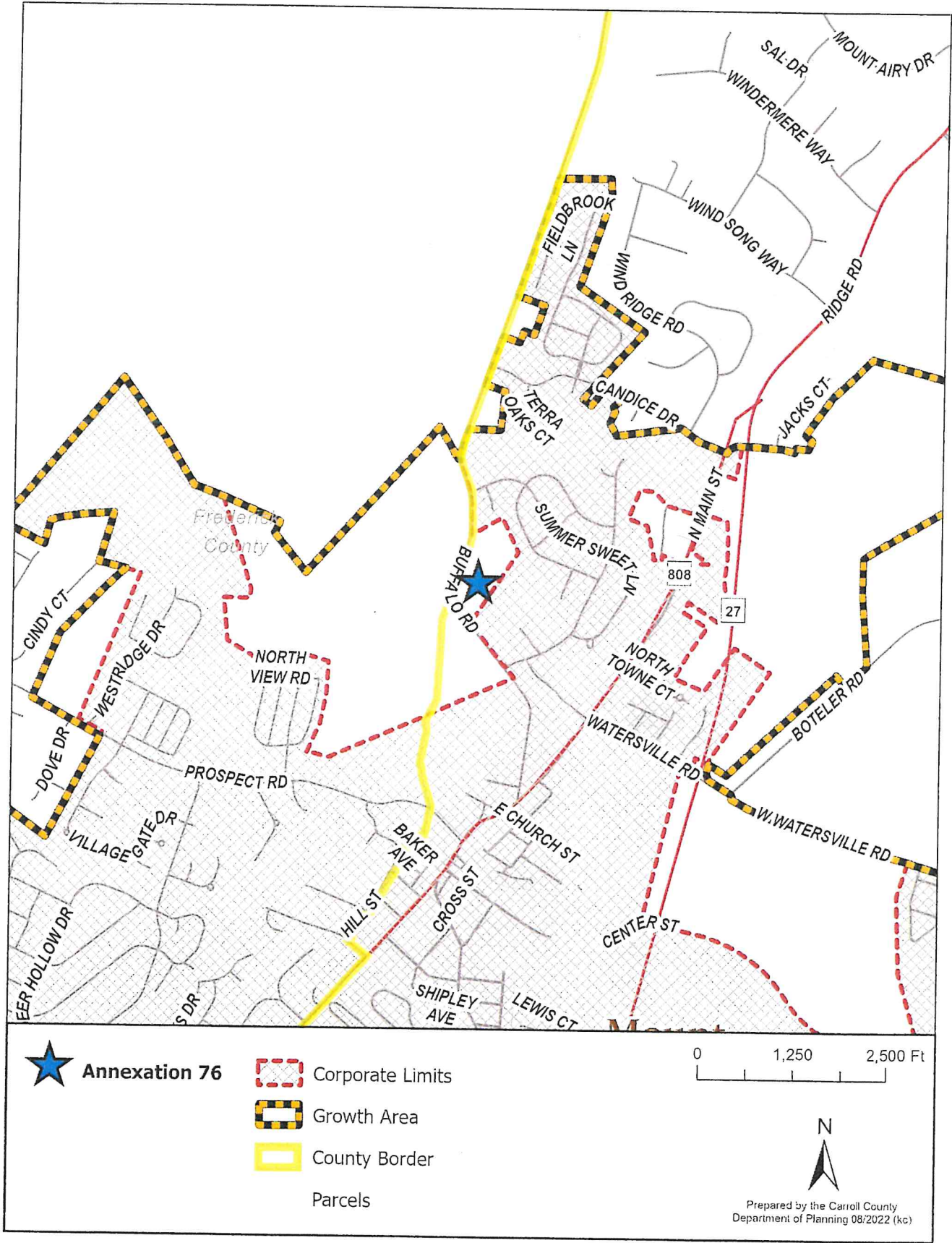


Exhibit D – Parcel Layout of Annexation Area

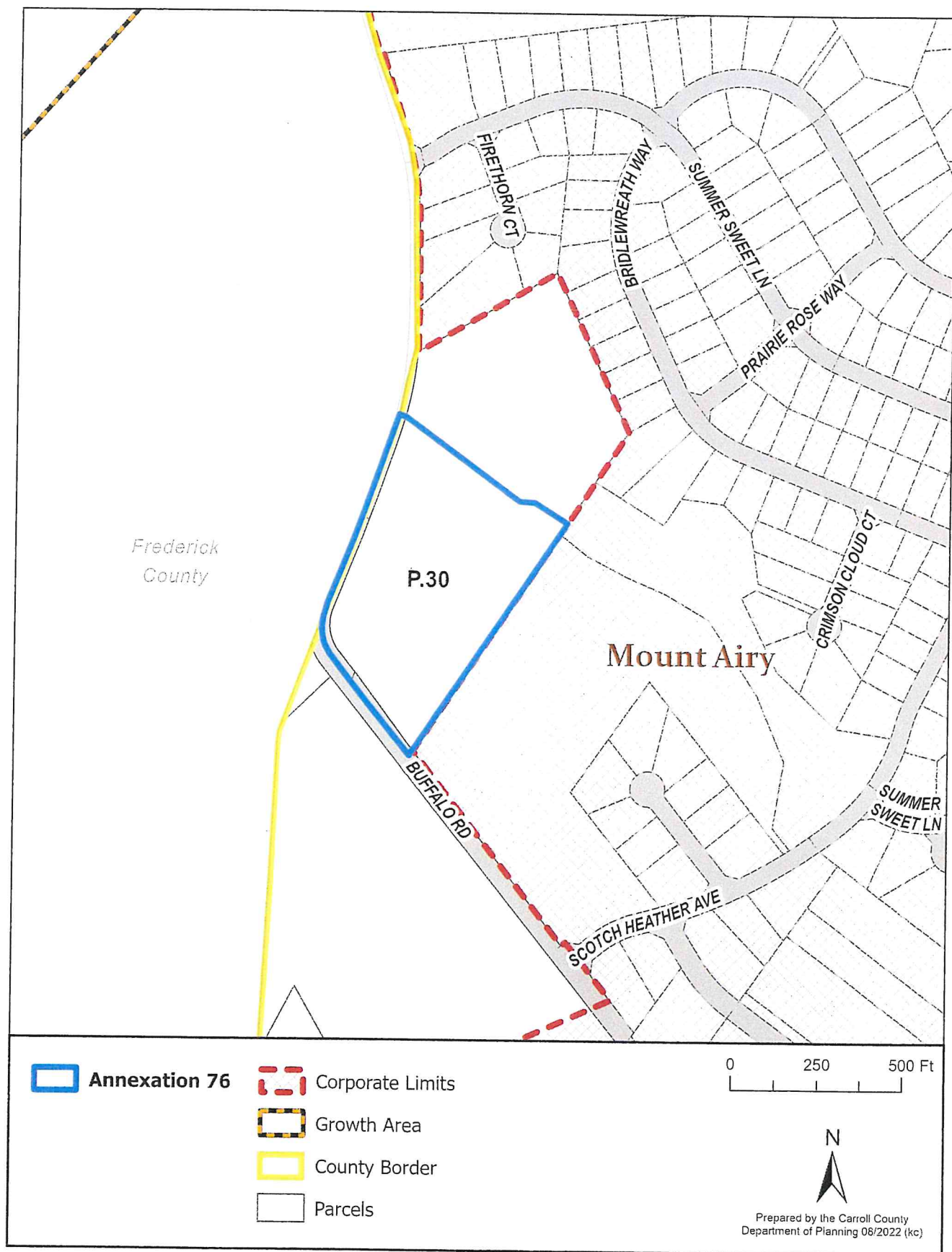
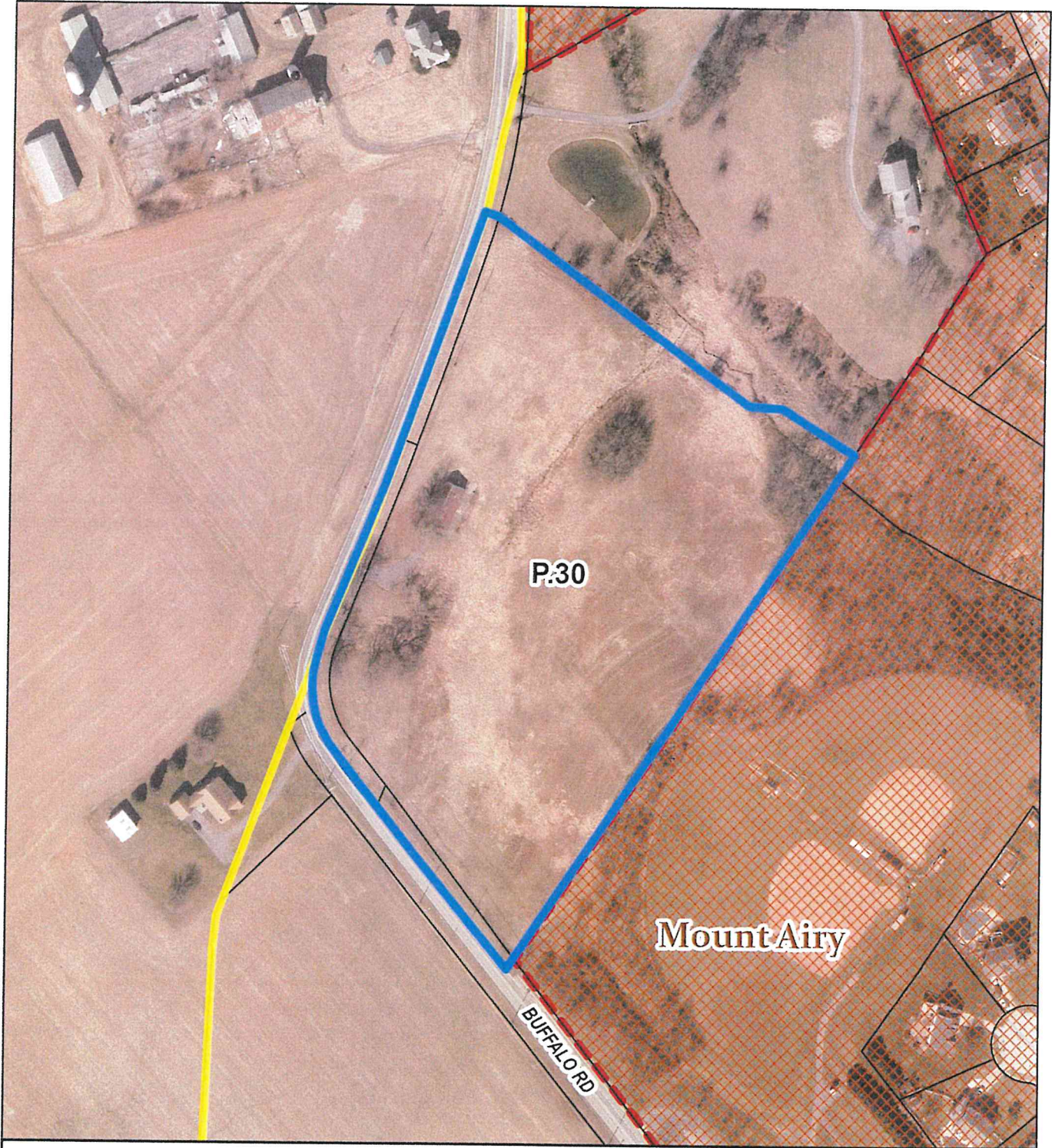


Exhibit E – Ortho of Annexation Area



Annexation 76



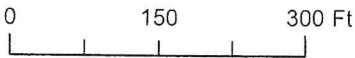
Corporate Limits



County Border



Parcels



Prepared by the Carroll County
Department of Planning 08/2022 (kc)

Exhibit F – Zoning of Annexation Area

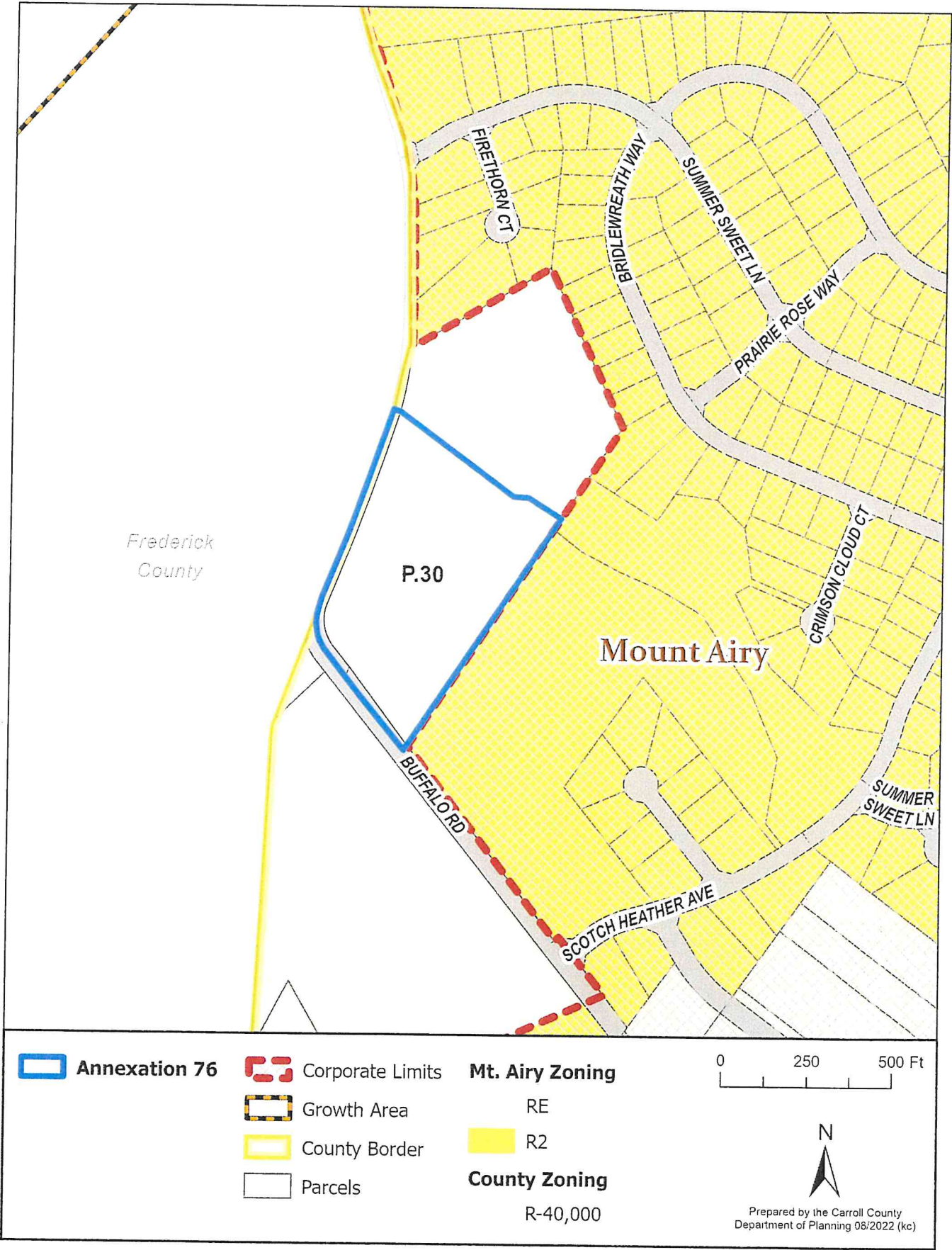


Exhibit G – Designated Land Use of Annexation Area



Exhibit H – Water Service Area

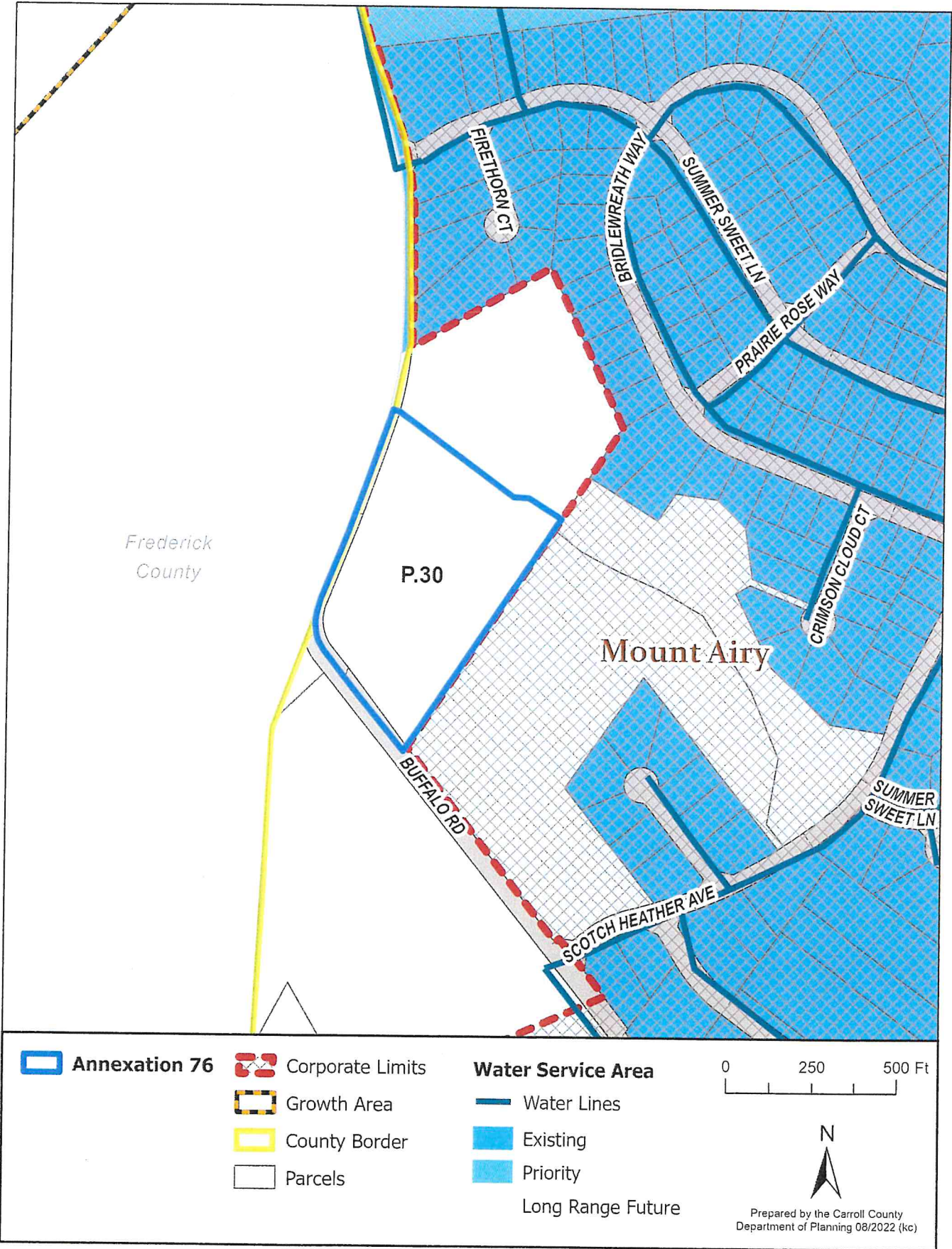


Exhibit I – Sewer Service Area

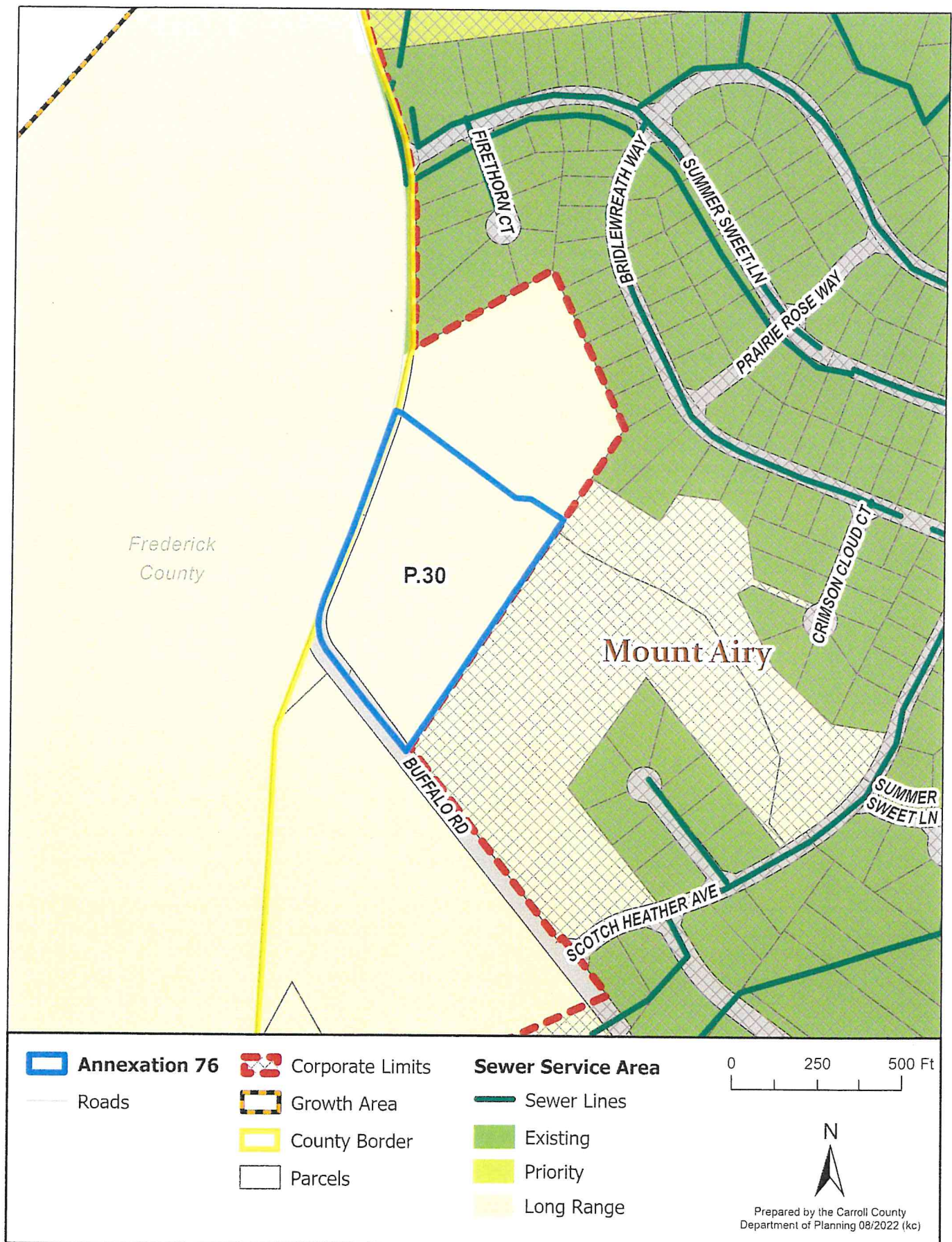


Exhibit J – Maryland Department of Planning Comments

Not received as of 8/23.

**Board of County
Commissioners**

Edward C. Rothstein, President
C. Richard Weaver, Vice President
C. Eric Bouchat
Dennis E. Frazier
Stephen A. Wantz

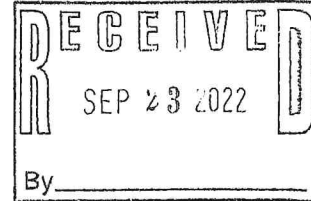


Carroll County Government

225 North Center Street
Westminster, Maryland 21157
410-386-2043; 1-888-302-8978
fax 410-386-2485
MD Relay 711/800-735-2258

September 22nd, 2022

The Honorable Larry Hushour
Mayor, Town of Mt. Airy
110 S. Main Street
Mount Airy, MD 21771



Re: Town of Mt. Airy Annexation No. 45 – Full Property

Dear Mayor Hushour:

The Board of Carroll County Commissioners reviewed the proposed annexation involving the above referenced area, comprising 8.33 acres, owned by Buffalo Road Investment. As a result of our review of the annexation proposal, we wish to present the following comments for the record:

1. The following agencies were notified of the proposed annexation for their review and comment:

C.C. Dept. of Public Works	C.C. Dept. of Recreation & Parks
C.C. Bureau of Engineering	C.C. Office of the County Attorney
C.C. Bureau of Utilities	C.C. Board of Education
C.C. Dept. of Land Resource Management	C.C. Dept. of Fire & Emergency Services
C.C. Dept. of Economic Development	MD Dept. of Transportation - SHA
C.C. Dept. of Citizen Services	MD Dept. of Planning
C.C. Dept. of Public Safety	

C.C. Dept. of Public Works had the following comment regarding this annexation:

"Since this section of Buffalo Road is maintained by Frederick County, we recommend that the Town assume maintenance responsibilities for the frontage roadway."

2. For this annexation and all future annexations, it is recommended that the Town of Mt. Airy give public notice by posting the property, prior to the date of the public hearing, and notifying all adjoining property owners.
3. The annexation area is located within the Town's Municipal Growth Area Boundary as delineated in the 2013 Mt. Airy Comprehensive Plan.

CARROLL COUNTY

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

06/02/2016

4. The annexation area has a Land Use Designation of Low Density Residential in the 2013 *Mt. Airy Comprehensive Plan*.
5. The annexation area is in the County's "R-40,000" Residential Zoning District. The Town has indicated its intent to place the annexation area into the "R2" Residential Zoning District.

The Town's proposed "R2" Residential Zoning District is substantially different than the County's "R-40,000" Residential Zoning District from a density perspective. **This annexation does require a zoning waiver** in compliance with §4-416 of the Local Government Article.

6. The *Carroll County Water and Sewer Master Plan* identifies the annexation area as being in the Long-Range Water Service Area (W-6) and the Long-Range Sewer Service Area (S-6).

Planning staff is recommending the Town go through a water and sewer amendment to the Carroll County Water and Sewer Master Plan to place the property in the Priority Service Categories (W-3, S-3).

7. Planning staff is recommending support of the annexation request and zoning waiver with the recommendations of the water and sewer amendment and maintenance of Buffalo Road be met.
8. The Carroll County Planning and Zoning Commission reviewed the annexation petition at its September 20th, 2022 meeting. Their favorable recommendation of the zoning waiver request is incorporated into this letter of comment.

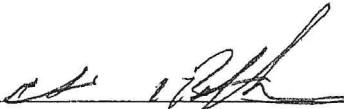
Having reviewed the Carroll County Planning and Zoning Commission's report and recommendation, the Board of County Commissioners voted to forward the comments outlined in this letter and approve the zoning waiver requested by the Town of Mt. Airy.

Enclosed is a Registration and Confirmation of Boundaries form for completion by the Town following the effective date of any annexation resolution enacted by the Town. It certifies to the County Commissioners that the annexation is complete and that the County may proceed to change the County Zoning Map accordingly.

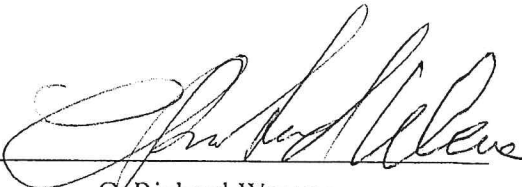
Sincerely,

THE BOARD OF COUNTY COMMISSIONERS OF CARROLL COUNTY

Mt. Airy Annexation No. 45 – Full Property
September 22nd, 2022

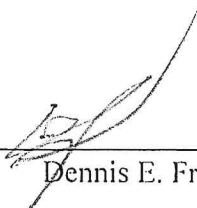


Edward C. Rothstein (COL, Ret.)
President

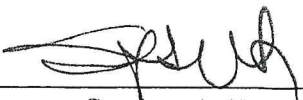


C. Richard Weaver
Vice President

C. Eric Bouchat

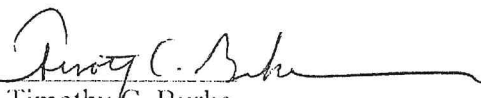


Dennis E. Frazier



Stephen A. Wantz

Approved for legal sufficiency:



Timothy C. Burke
County Attorney



Maryland DEPARTMENT OF PLANNING

August 26, 2022

The Honorable Larry Hushour
110 S. Main Street P.O. BOX 50
Mount Airy, MD 21771

Dear Mayor Hushour,

Thank you for providing the Maryland Department of Planning (Planning) with information pertaining to the Full Buffalo Road Property Annexation Resolution No. 45. Planning has reviewed your submission and offers the following comments for consideration.

As you are aware, §4-416(b) of the Local Government Article specifies that the new zoning for the annexed land cannot be substantially different from the existing county zoning, without the express consent of the Board of Carroll County Commissioners. In reviewing this annexation request, it is the Department's view that the proposed town zoning appears to not be substantially different from the current county zoning from a use perspective, as allowable uses for each zone are similar in nature. Both zones allow single family residential uses, parks, playgrounds, and accessory uses by right. However, the town zoning appears to allow substantially higher density than the current county zoning, as the proposed town R2 zoning district permits single-family units on an 11,000 square foot lot at a maximum allowable density of two dwelling units per acre, while the county zoning of R-40,000 Residence District permits single-family units on a 40,000 square foot lot. Therefore, Planning recommends that the town seek a waiver from Carroll County prior to annexation, if it wants to allow development of the annexed land within the next five years for land uses substantially different than those authorized uses in accordance with applicable county zoning, as provided in §4-416 of the Local Government Article. Please see Planning's attached Annexation Review for further details of our analysis.

The property proposed for annexation is currently located in a county-certified Priority Funding Area (PFA). Based on Planning's review of the annexation and the proposed zoning, the subject property will remain designated as a PFA upon annexation. The Town of Mount Airy 2013 Comprehensive Master Plan (Master Plan) notes this parcel as being in a future annexation area "E" on the Chapter 5 Future Annexations Areas map. The Master Plan also notes this area as being a future growth area in the Chapter 5. Page 95 notes the Full Property of Buffalo Road as being primed for future growth and development with the possibility for low level residential uses dependent upon topography.

Upon the effective date of Resolution 45, and once Planning has received official notification of the annexation from the Department of Legislative Services, Planning will confirm that no changes have occurred since our initial review and affirm the Municipal PFA eligibility of the

Mayor Hushour
Re: Full Buffalo Road Property Annexation – Resolution #45

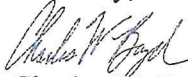
August 25, 2022
Page 2

property. If Mount Airy does not want the annexation parcel to be considered for designation as a Municipal PFA, then the town should notify Planning prior to the effective date of the annexation.

Enclosed you will find important information concerning post annexation notification and participation in the Census Bureau's Boundary and Annexation Survey. The town should follow the appropriate procedures so that the annexed property is legally established as part of the incorporated municipality. To expedite Planning's updating of the PFA status, please send Joe Rogers a copy of the notification transmitted to the Department of Legislative Services.

If you desire further assistance please contact regional planner, Joe Rogers, at (301) 338-0529.

Sincerely,



Charles W. Boyd, AICP
Director, Planning Coordination

cc: Robert S. McCord, Secretary of Planning
John Breeding, Town of Mount Airy Planning Director
Lynda Eisenberg, Carroll County Planning Director
Joe Griffiths, Manager Local Assistance and Training
Dave Cotton, Director, Western MD Office MDP
Joe Rogers, Western Regional Planner MDP

Attachments: Maryland Department of Planning Annexation Review
Municipal Reporting Responsibilities Following Annexation
Municipal Charter or Annexation Resolution Reposition Form

Annexation Review Full Buffalo Road Property

Municipality	Mount Airy
Name of Annexation	Full Buffalo Road Property
Resolution Number	Res. No. 45
Size of Parcels	8.34 Acres
Is the property contiguous in accordance with Section 4-401?	Yes
Public Hearing Date	8/29/2022
Current County Zoning	R 40,000-low density residential
Existing Density	1.09 du/ac

Purpose of the Current County Zoning District

The purpose of the R-40,000 Residence District is to provide a location for single-family residential development, the individual lots of which contain a minimum of 40,000 square feet. This district is generally not intended to be served with public water or sewerage facilities although in special situations, it may be. The district would generally coincide with areas designated for low-density residential development on the Master Plan.

Permitted Use in the Current County Zoning District

Agriculture, Religious establishments, schools, and colleges, Single-family dwellings, Buildings and properties of a cultural, civic, educational, social, or community service type such as libraries, ponds, playgrounds, community centers, but not warehouses, service garages, and storage yards, Conversion of a building existing prior to August 17, 1965, to accommodate 2 families.

Proposed Municipal Zoning

R-2-low density residential

Purpose of the Proposed Municipal Zoning District

The R2 District is intended to encourage and promote the development of low-density residential neighborhoods that include some diversity of lot sizes and housing types, and certain other land uses that complement the residential community. The typical development should result in lot areas averaging approximately 16,000 square feet.

Permitted Use in the Proposed Municipal Zoning District

Detached single family dwellings, public parks and playgrounds, and accessory uses or structures.

Is the proposed municipal zoning consistent with the county zoning? Yes

The proposed municipal zoning classification appears to not be substantially different from the county zoning classification because the allowable uses for each zone are similar in nature. Both zones allow single family, parks, playgrounds, and accessory uses by right.

Proposed municipal zoning consistent density No

The town zoning allows substantially higher density than the current county zoning, as the proposed town R2 zoning district allows a single-family use on 11,000 square feet at a maximum allowable density of two dwelling units per acre, while the county zoning of R-40,000 Residence District allows single-family use on 40,000 square feet. This would permit a residential density increase of greater than 50%.

County waiver recommended? Yes

Planning recommends that the town seek a waiver from Carroll County prior to annexation, if it wants to allow development of the annexed land within the next five years for land uses substantially different than those authorized uses in accordance with applicable county zoning, as provided in §4-416 of the Local Government Article.

Issues of State interest:

Is the property in a Designated Growth Area? Yes

The Town of Mount Airy 2013 Comprehensive Master Plan notes this parcel as being in a future annexation area "E" on the Chapter 5 Future Annexations Areas map. The 2013 comprehensive plan for the town also notes this area as being a future growth area in the municipal growth element located in chapter 5. Pg. 95 notes the Full Property of Buffalo Road as being primed for future growth and development with the possibility for low level residential uses dependent upon topography.

Is the property eligible to become a Priority Funding Area? Yes

The property proposed for annexation is currently located in a county-certified Priority Funding Area (PFA).

Maryland Department of Planning Reviewer: joseph.rogers@maryland.gov

Date Submitted: 8/2/2022



MUNICIPAL REPORTING RESPONSIBILITIES FOLLOWING ANNEXATION

State Municipal Reporting Responsibilities

There are state law municipal reporting responsibilities requiring the municipality to promptly submit certain information after an annexation is approved:

1. The Local Government Article, section § 4-414, Annotated Code of Maryland, requires that municipalities send a copy of the annexation resolution with the new boundaries to the Maryland Department of Legislative Services if an annexation is approved. Please copy the Maryland Department of Planning so that we are aware of the approved annexation boundaries.

The copy of the annexation resolution, along with the Municipal Charter Or Annexation Resolution Reposition Form (below), with the new boundaries shall be sent within 10 days after the resolution takes effect to:

State Department of Legislative Services
Legislative Division
90 State Circle
Annapolis, Maryland 21401

2. State law requires that upon annexation approval, the chief executive and administrative officer of a municipality that has annexed property forward the annexation resolution and map with the new boundary to the local municipal clerk, Clerk of the Court in the county or counties in which the municipal corporation is located and, for those municipalities in Montgomery and Prince George's County, to the Maryland-National Capital Park and Planning Commission.

Census Bureau Boundary and Annexation Survey

To ensure that persons residing on annexed land are counted as part of the municipal population, the U.S. Census Bureau periodically mails to all municipal corporations a Boundary and Annexation Survey (BAS).

Following an annexation, no immediate action is required. The Census Bureau will notify the person who has been identified by the municipality as the contact person by mail and/or e-mail. Municipalities may submit boundary corrections or changes through the Bureau's free Partnership software. In the past, the U.S. Census Bureau mailed out the BAS survey on a varying schedule based on the population size of the incorporated town. The Mayor or other municipal officials must complete the BAS, update the maps and certify that the boundary shown reflects the legal corporate limits as of January 1 of the survey year. Boundary information must be returned to the Census Bureau by March 1st of the survey year to be properly recorded for the Census Bureau's annual population estimates and American Community Survey products.

The purpose of the Survey is to obtain the most accurate boundary information, including boundary changes due to annexations, detachments, mergers, or other reasons. These boundary changes are incorporated into the Census Bureau's files and used for tabulating Census data. The BAS information is used to provide an appropriate record for reporting the results of the decennial and economic censuses, and annual surveys such as the Population Estimates Program and the American Community Survey.

Maryland Department of Planning can assist municipalities in updating their boundary information. Questions regarding the Census Bureau's Boundary and Annexation Survey or assistance in submitting the BAS may be referred to Alfred Sundara at the Maryland Department of Planning at 410-767-4002 or alfred.sundara@maryland.gov.

Additional information about the Census Bureau's BAS program is available at the following link <https://www.census.gov/programs-surveys/bas.html>

MUNICIPAL CHARTER OR ANNEXATION RESOLUTION REPOSITION FORM

Section 4-109 of the Local Government Article of the Annotated Code of Maryland requires municipal officials to deposit certain municipal documents with the Department of Legislative Services. Please use this registration form for each resolution that alters the charter or the boundaries of your municipal corporation. Complete a separate form for each resolution, and mail the entire text of the resolution, along with this form to:

Georgianne Carter, Legislative Counsel
Municipal Resolution Reposition
Department of Legislative Services
90 State Circle
Annapolis, MD 21401-1991

_____	_____
Municipal Corporation	County(ies)

Name and Title of Official Submitting this Resolution	
_____	_____
Address	Phone
_____	_____
	Date of Submitting this Resolution*

_____	_____
Resolution Number	Date Enacted by Legislative Body

	Effective Date**

1) *For an annexation resolution*, state the charter section (e.g., boundary description section, appendix) that is amended_____. OR state the charter section (e.g., general powers section) pursuant to which the property is annexed_____. (*Enclose a copy of the metes and bounds description of the complete boundaries of your municipal corporation that includes the newly annexed property, including the number of acres and the point of beginning coordinates for the newly annexed property.*)

For a charter resolution, state whether the entire charter is repealed and a new charter is adopted_____. OR state the specific section(s) that is added, repealed, renumbered, or repealed and reenacted with amendments_____.

2) Number of votes cast by the legislative body for_____and against_____this resolution.

3) Will this resolution be petitioned to referendum? _____

If "yes", date of the referendum election (if known)_____.

* *A resolution should be submitted to the Department of Legislative Services **10 days after the effective date** of the resolution (§ 4-109(b) of the Local Government Article). Generally, provided that a resolution is not petitioned to referendum, the effective date for a charter resolution is 50 days after enactment (§ 4-304(c) of the Local Government Article), and for an annexation resolution is no earlier than 45 days after enactment (§ 4-407 of the Local Government Article).*